



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Copy Resources Another Site

Video - [ReggieNet: Resources - copy from another site](#)

In **Resources**, you have the option to copy items from your other course sites. At the bottom of the Resources page, you will see this link:

[▶ Copy Content from My Other Sites](#)

When you click on this, you will see a list of all the other sites you are a member of. It may take a moment for the page to refresh. Navigation from this point can be a bit tricky, although the copy function is essentially the same as when copying within a site.

If you click on the course name, the page will refresh so that it no longer shows the files of the **current** site; just the files of the site you selected.

The screenshot shows the ReggieNet Resources interface. At the top, there is a 'RESOURCES' header with a 'Link' button and a 'Help' button. Below the header, there is a menu bar with 'Site Resources', 'Trash', 'Transfer Files', and 'Check Quota'. A blue box labeled 'Link for current site main folder' points to the 'Site Resources' button. Below the menu bar, there is a breadcrumb trail: 'All site files > / CTLT 402 06 Bristow Resources / LMS Support Team Resources'. Below the breadcrumb trail, there is a menu bar with 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. A blue box labeled 'Site folder being copied from' points to the 'Copy' button. Below the menu bar, there is a table with columns: 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table has two rows: one for 'LMS Support Team Resources' and one for 'Testing'. A blue box labeled 'Link for current site main folder' points to the 'LMS Support Team Resources' link in the table. The 'Testing' row has an 'Actions' dropdown menu, 'Entire site', 'Steve Travers', 'Jun 21, 2018 12:03 pm', and '8 items'.

1. Click the checkbox next to the file(s) or folder(s) you wish to copy.
2. Scroll to the top, and click **Copy** in the menu bar.
3. Click on the link at the top for the main Resources folder for the current site
4. Click on the clipboard icon  **Paste** to the right of the folder where you wish to put the copied files

This process can also be used to move files from one site to another. Note that if you move the file from a site, it will no longer be available in that site.